

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY

October 13, 2026, 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

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The Meeting was called to order by Chairperson Susan Stanek at 11:00 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Michele Augusto, Joao Alves, Kimberly Babin

Also present: Robin Carvide, Gene New (tenant), Jenna Milne (accountant) by phone

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Michele Augusto, which was seconded by Raymond Anderson, it was unanimously voted to approve the minutes of September 8, 2026, as written.

All in favor

3. Payments of the Bills:

Upon a motion made by Kimberly Babin, which was seconded by Michele Augusto, it was unanimously voted to approve the bills from 09/09/2026 to 10/08/2026 ,check #24057 to check #24099 for \$41,069.68. All in favor

4. Financial Report:

A. July Financial Report reviewed. July reserve 46.3%

August Financial Report reviewed. August reserve 42.5%

Upon a motion made by Kimberly Babin, which was seconded by Michele Augusto, it was unanimously voted to accept the July & August 2026 Financial Reports.

All in favor

B. September FYE26 reports not available

C. Wage Match Acknowledgement and forms were reviewed.

Upon a motion made by Michele Augusto, which was seconded by Kimberly Babin, it was unanimously voted to acknowledge and approve the wage match documents.

All in favor

D. Affirmative Action Acknowledgement and forms reviewed.

Upon a motion made by Michele Augusto, which was seconded by Kimberly Babin, it was unanimously voted to acknowledge and approve the Affirmative Action Goal paperwork . All in favor

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Financial Report: Continued

- E. FYE 2027 Budget: Accountant Jenna Milne reviewed the proposed budget and answered all questions.

Upon a motion made by Kimberly Babin, which was seconded by Joao Alves, it was unanimously voted to approve Robin Carvide, the Executive Director's Salary to increase to \$103,153 as per the Executive Salary Calculation Worksheet. All in favor

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to approve the FYE 2027 budget as proposed.

All in favor

- F. Vacant Unit Initiative: Discussion pursued about a vacancy task force that would come in and get our vacancies remodeled for occupancy. This would be at no cost for the Housing Authority.

Upon a motion made by Kimberly Babin, which was seconded by Michele Augusto, it was unanimously voted to give Robin Carvide, Executive Director, permission to sign MOU/Contract with WHA/Vacant Unit Task force to have them complete our vacant units for occupancy. All in favor

5.

- A. Project #161155 Asphalt Paving at Chestnut Street: Construction
- B. Project #161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: EOHLC:
This award has been closed, re-opened for final receipts, then will be closed.
- C. Project #161164 VU: 48 Higher St. Construction: EOHLC Overseen by T. Boyer
- D. Project #161165 Repave existing parking lot Wilson Street: Approved Design Permit
- E. Project #161168 Hazardous Materials Testing (Chestnut Street): Completed
- F. Project # 161169 Tub Shower Conversion-113A Wilson Street: Completed
- G. Project # 161170 Balcony Repairs State Street Phase 11: Design
- H. Project # 161171 Rescreen Community Room rear porch: Planning
- I. Project # 161172 Cancelled merging with vacant unit award
- J. Project # 161173 Bathtub/shower conversion completed
- K. Project # 161174 (2)Bathtub/shower conversion completed

6. Reading of the Correspondence:

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7. Old Business:

8. New Business:

A. Credit Card Policy: Updated draft

After reviewing the proposed credit card policy update:

A motion was made by Michele Augusto, which was seconded by Joao Alves, it was unanimously voted to accept the amended credit card policy as written. All in favor

9. Adjourn Meeting:

Upon a motion made by Susan Stanek, which was seconded by Michele Augusto, it was unanimously voted to adjourn the meeting at 12:57 p.m. All in favor

Sincerely Submitted,
Robin Carvide
Robin Carvide

Next Scheduled Regular Meeting: November 17, 2026